

## Chapter 3: Updating the Census 2000 Block Housing Unit Summary File

### Section Summaries

#### **Copying the File(s)**

The Census Bureau is providing two files to help you complete Address List Review 1999. These files should be copied to your PC or network sever before attempting updates. These files should have their own directories based on jurisdiction.

#### **Writing to the File**

This is the process to update the housing unit tallies.

#### **Saving the File**

This is the process of saving the information to a format and media that will allow the Census Bureau to read and update our files.

### **Copying the File(s)**

The formats of the computer-readable files are laid out in the previous chapter. This section deals with the importance of keeping this information intact and in as few locations as possible. Never use the Census Bureau's media as your update media. Media includes CD ROMs and floppy disks, plus paper address and Block Housing Unit Summary Lists, which are explained in Part B of this *Technical Guide*.

Use the Census Bureau provided files as your archive copies. Copy the necessary information to as many PCs as necessary to accomplish this work in the time allowed. Where available, use a network server and shared data disk rather than several copies of the same files. While it may be necessary to make several copies, it is important to keep track of the number and locations of the copies.

Create directories for both files under a directory titled "LUCA99." A Census address list file could have the following directory format:

C:/LUCA99/CENSUSAL/062420.9AL

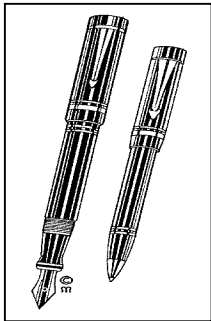
If your organization is updating the files for several jurisdictions, each jurisdiction should also be part of the directory format:

C:/LUCA99/SACRAMEN/CENSUSAL/062420.9AL

This will keep the files from becoming lost and confused between different jurisdictions.

Keep track of the number of copies and locations of files. This is important for not only the active files, but for any backup copies. This is a requirement under the terms of the Confidentiality Agreement. You must be able to remove all copies of the files from your PCs and servers when you complete the review process. These procedures will be discussed in chapter 4.

## Writing to the File



After you have copied the files to your local hard disk, you will need to change the naming convention of your files. The extensions (.9AL, .9BS, and .9B9) will need to be changed to .TXT. This will allow your software package to recognize the files as ASCII. You **HAVE** to change the titles of the files also. Be sure to write down the corresponding Census Bureau file name when you change the names of your files.

All files supplied by the Census Bureau are **READ ONLY**. Files that have their properties set to read only cannot be updated. The Census 2000 Block Housing Unit Summary List File will need to have its properties set to **ALL RIGHTS** after you load it on your system.

The Census 2000 Block Housing Unit Summary List File is the only file that should be updated. The only fields that should be updated are the “Local/Tribal residential housing unit count for this Census 2000 block” for local and tribal jurisdictions and the Trust land indicator for tribal jurisdictions. If other fields are overwritten, then there could be problems when the files are prepared for return to the Census Bureau. The Census address list file is only a tool to help you in generating the block level housing unit estimates; do **not** write new information to this file.

## **Saving the File**

Save the Census 2000 Block Housing Unit Summary List File as often as possible. We would recommend that the files be saved hourly. In addition to saving the file on an hourly basis, each week the file(s) should be backed up and the copy kept out of the system. This should be done in case of hardware faults and software corruption. This process insures that at most a week's worth of work would be lost in case of a failure.

When all of the updates have been made to the Block Housing Unit Summary File, save the file in an ASCII, comma-delimited format. This is the same format that was used to deliver the file to you. Use a different file name convention for the updated files. Make sure that this new naming convention is transmitted to the Census Bureau. The updated information can be written to CD ROMs or floppy disks.